

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

EDUCATION FIELD SERVICES CONSULTANT

JOB DESCRIPTION

Employees in this job consult with and provide assistance to local school district officials and administrators on enhancing and improving educational programs and student achievement; ensuring conformance with State Board of Education rules, policies and procedures; and ensuring that program funding is expended in accordance with federal and state guidelines.

There are three classifications in this job.

Position Code Title – Education Field Services Consultant-E

Education Field Services Consultant 12

This is the entry and intermediate level. The employee performs an expanding range of professional educational consultant assignments in a developing capacity.

Education Field Services Consultant P13

This is the experienced level. The employee performs a full range of professional educational consultant assignments in a full functioning capacity. Considerable independent judgment is required to carry out the assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Education Field Services Consultant-A

Education Field Services Consultant 14

This is the advanced level. The employee may function as a lead or senior worker. At this level the employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Works in collaboration with other Education Field Services Consultants to identify resources available to LEA'S and ISD'S to develop a collaborative system across the state and to provide improved services.

Functions as the liaison between the Superintendent of Public Instruction, local school districts, and the public.

Provides on-site services to schools and advises administrators and others on instructional and curriculum problems, teacher education, grant program requirements, and/or other school program areas.

Conducts and participates in conferences, workshops, and public meetings with school board members, school superintendents, teachers, and citizen groups on various school issues.

Provides assistance to school districts in initiating, evaluating, and improving their education programs.

Facilitates strategic planning with local school districts in the areas of grant resources, school improvement, and increasing student achievement.

Facilitates school district representatives participation in and verifies compliance with federal and state educational programs.

Advises school officials in the initiation, evaluation, and improvement processes of their programs with particular reference to the requirements and plans of the State Board of Education.

Coordinates state and federally funded school grant programs and their expenditures, to ensure compliance with program criteria.

Reviews requests for grant monies in conjunction with program criteria and recommends approval or disapproval of proposals.

Conducts and participates in education research and educational studies; interprets research findings to school officials.

Maintains communication links between school districts and public/private resources.

Promotes methods for continuous learning and improvement.

May perform related essential functions appropriate to the class and other non-essential functions as required.

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Additional Job Duties

Education Field Services Consultant 14 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Education Field Services Consultant 14 (Senior Worker)

Performs on a regular basis professional education consultant assignments, which have been recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the philosophies, objectives, and techniques in the field of education.

Knowledge of the principles and practices of curriculum planning and instructional methods applicable in elementary and secondary education.

Knowledge of the laws and regulations pertaining to the field of education.

Knowledge of grant funding and budgeting processes.

Ability to analyze and assess the conditions and needs of local school districts and communities, and make recommendations for improvements or corrections accordingly.

Ability to provide leadership for school improvement to boards of education and school administrators.

Ability to conduct and participate in workshops, in-service education conferences, and public meetings.

Ability to evaluate program-grant applications relating to evaluation, research, and assessment designs and make recommendations accordingly.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

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Additional Knowledge, Skills, and Abilities

Education Field Services Consultant 14 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Employees in this class are required to travel.

Physical Requirements

None.

Education

Possession of a master's degree in education.

Experience

Education Field Services Consultant 12

One year of administrative or consultative experience in the fields of K-12 or early childhood education, special education, vocational or higher education, or school management.

Education Field Services Consultant P13

Two years of administrative or consultative experience in the fields of K-12 or early childhood education, special education, vocational or higher education, or school management.

Education Field Services Consultant 14

Three years of administrative or consultative experience in the fields of K-12 or early childhood education, special education, vocational or higher education, or school management.

Alternative Education and Experience

Education Field Services Consultant P13

Possession of a masters degree in education, the social sciences or mathematics with not less than eight semester credits in inferential statistics, educational measurement, evaluation design and/or research design (excluding thesis or dissertation credits) and two years of post master's administrative or consultative experience in education research or empirical research.

Special Requirements, Licenses, and Certifications

Some positions may require current or past possession of a teacher's certificate comparable to those issued in Michigan.

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Some positions may require special endorsements.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

EDFLDCST

Job Code Description

Education Field Services Consultant

Position Title

Education Field Services Consultant-E

Education Field Services Consultant-A

Position Code

EDFLCSTE

EDFLCSTA

Pay Schedule

W22-045

W22-050

ECP Group 2
Revised 12/11/00
KF/VLWT/MF/VT